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Clerical Orientation Course

Outline of Content

Security - Stressed throughout every class.

Elements of Intelligence

Intelligence defined. Introduction to basic information necessary to understand mission of CIA.

Organization of the Government

Structure of U. S. Government, and this Agency's relative position in it. Special emphasis on current changes, reorganization. Recommended reading for background in government, intelligence.

Government Terminology

Introduction to words peculiar to government, and to intelligence; scientific and geographic words. Spelling stressed. Use of dictionary.

Agency Forms and Procedures

Most frequently used forms explained, using Vu-Graph. Practical problems.

Organization of CIA

Explanation of internal structure of Agency, with emphasis on functions.

Office Protocol

Discussion of human relations on the job. Accent on office courtesy, punctuality, discretion, adaptability, attitude. Examples cited of special Agency problems within this area, and of pitfalls to avoid. Personnel Evaluation Report explained as first step in Career Service Plan. Overseas glamour played down; problem of college girl in clerical slot discussed.

Buildings and Shuttles

Practical information regarding physical location of buildings, shuttle routes.

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CIA Regulations

Categories of issuances, and respective methods for handling.
Maintenance of manual.

History of Intelligence

Background material of a general nature.

Mailing Procedures and Document Classification

Instructions for handling mail classified up to Top Secret.

Filing

General information on Agency systems. Practical problems.

Library

Information on facilities available; instructions as to how to use them.

Area Study

Geopolitical concepts. Effort to stimulate reading and study.
Emphasis on correct spelling, where to find information, etc.

Telephone Techniques

Courtesy, security restrictions. Practical information on where to call for various services.

Telephone Lab

Physical set-up of Agency phones. Accent on voice quality, helpfulness, general approach. Each student's voice recorded during phone conversation and played back for analysis and self-criticism.

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Security Information

Mechanics of Correspondence

Exercises designed to point up weaknesses in spelling, punctuation, capitalization, and hyphenization. Brief statements of current usage.

Typing Shortcuts

Practical problems using typewriter: stencils, dittos, carbon copies, labels, rough draft preparation, tables, erasures; chain feeding of cards, envelopes.

Correspondence Manual

Intensive half-day of lecture and study of CIA correspondence. Practical problems using this information.

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